Safeguarding is a task and commitment to which every member of the Church is called. Safeguarding is part of proclaiming the Gospel, for in all our efforts to care and protect the most vulnerable we give witness to Christ. The same Jesus, the Eternal Son of God who became vulnerable and defenceless as a tiny child entrusted to Our Lady and Saint Joseph.

Today we can be grateful for so many in our Shrewsbury Diocese who serve the Church’s mission in safeguarding, helping to make the home and family of the Church the safest of places for the young and the most vulnerable. We are thankful too for the invaluable network of volunteers and team of professionals at parish and diocesan level who help us all put safeguarding into practice in our communities and remind us of our shared responsibilities.

With my thanks to everyone who is part of the Church’s safeguarding mission today.

Bishop Mark Davies

Diocese of Shrewsbury
“Serve one another in works of love, since the whole Law is summarised in a single command; ‘Love your neighbour as yourself’.” (Gal 5:13b-14).

Volunteers at all times are expected to act in consistency with the teaching of the Roman Catholic Church:

**Promote Wellbeing**
- Ensure the safety of all including children, young people, and adults at risk by ensuring group sessions are safely planned and effectively supervised.
- Foster teamwork and co-operation between everybody, promoting trust and mutual respect.
- Discourage and prevent rough or dangerous play, bullying, inappropriate language, or other inappropriate behaviours.
- Treat all children and young people fairly and not show favouritism.
- Be positive, approachable and offer praise to promote the objectives of the group always.
- Listen sensitively and encourage communication between adults and children or young people.
- Respond to concerns and allegations promptly and appropriately in line with the national Catholic Church policy and procedures.

**Promote Autonomy & Dignity**
- Promote the full participation and involvement of all children, young people, and adults at risk, recognising and addressing the additional needs of some such as disabilities and learning needs.
- Constructively challenge all discrimination and encourage all to not discriminate on the grounds of age, gender, ability, social class, race, cultural background, religious beliefs, or sexual identity.
- Respect, promote and support the rights of children, young people, and adults at risk to make their own choices and decisions, provided this does not threaten the rights, safety, and legitimate interests of others.
- Respect and listen to the opinions of all. Respect the right of children, young people, and adults to personal privacy.
- Encourage children and young people to take responsibility for their own self-care as far as possible assistance with toileting and dressing;
- Encourage children, young people, and adults at risk to point out behaviours or attitudes that they do not like.
- Ensure that sanctions do not humiliate or harm a child or young person.
- Administer first aid in the presence of others and without removing the clothing of a child, young person, or adult at risk unless necessary to prevent further injury.

**Personal Conduct**
- Act always in accordance with the core values of the Catholic faith and ensure that their behaviour does not bring the Church into disrepute.
- Provide an example you wish others to follow. Work in a way that is honest, reliable, and transparent, never seeking to deceive or manipulate.
- Refrain from using blasphemous, violent, discriminatory, or offensive language and behaviours.
- Refrain from smoking, vaping, consuming alcohol or using illegal substances whilst responsible for the care of others.
- Seek help to address issues such as addictions to alcohol, prescribed medicine, other substances, gambling, and so on where these matters affect the adult’s role.
- Not engage in any form of sexual relations (including verbal banter, flirtation, using one’s gaze to signal attraction, etc.) with children, young people, or adults for whom you have a supervisory or supportive role.

**Boundaries and Power**
- Establish appropriate boundaries between pastoral care and personal lives in relationships with other leaders, helpers, children, young people, and adults at risk.
- Not to abuse the position of trust for personal benefit e.g. financial gain, sexual gratification. Be conscious of explicit and implicit power vested in the role of group leader, supervisor of adult helper.
- Acknowledge the limitations of time, experience, skills, and competence – know where and how to ask for support when needed.
- Work to people’s strengths, and never bully, abuse, manipulate or denigrate.

Any breaches of the Code of Conduct will be addressed by the group leader or Parish Priest. Information may also be shared with the Safeguarding Office for advice and guidance. All concerns or allegations in relation to the abuse of a child or adult at risk will be dealt with using diocesan safeguarding policy and procedures in relation to the management of allegations and concerns.
ROLE PURPOSE

- Responsibility for ensuring the parish is aware of the importance of protecting children, young people, and adults at risk, and promoting robust safeguarding practice.
- To work closely with the Parish clergy to advise and assist on safeguarding matters.

MAIN RESPONSIBILITIES

- To develop good communication links throughout the Parish and become familiar with the various activities.
- With the Parish Priest, and in liaison with the Safeguarding Office, ensure that the safe recruitment process is promoted and followed for those engaging with children, young people and adults at risk.
- Facilitating the Disclosure & Barring Service (DBS) checks, in line with CSSA national policy.
- A willingness to be involved from time to time in the support, development, and training of Parish groups and to pass on relevant safeguarding resources.
- To be familiar with CSSA national policies.
- To act as central point for concerns to be shared. To liaise with the Parish Priest and report all matters relating to concerns and allegations to the Safeguarding Office. The Safeguarding Office will then in turn refer to statutory agencies as required. Concerns about the Parish Priest should be raised directly with the Safeguarding Office.
- To ensure that access to the PSR is easily accessible to all. To ensure that safeguarding information (including policies and resources) are readily available.
- To complete the CSSA Learning Management System e-learning training within 3 months of taking up role. To attend diocesan safeguarding training at least every 2 years and access regular training opportunities where available internally and externally of the diocese.
- Ensure the Safeguarding Office is notified of any offenders/ex-offenders of children and adults at risk attending church and to contribute to relevant Safeguarding Plan agreements.
- DBS- This role is subject to an enhanced DBS with a check against the adult and child workforce & Barred List checks. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Office.
- Responsible to: Parish Priest & Safeguarding Office.

PERSON SPECIFICATION

- Able to take responsibility for promoting safer practice in all activities involving children, young people and adults at risk and make recommendations considering the arrangements of the Parish.
- Good pastoral and organisational skills.
- Experience of working with children, young people or adults at risk would be advantageous.
- Ability to maintain appropriate confidentiality and to conduct themselves with integrity.
If you are concerned about the welfare of a child or adult at risk, do not delay in contacting the police, using 999 if a child or adult is believed to be in immediate danger.

It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to statutory authorities, regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased. If you are in any role within the Catholic Church in England and Wales, you must refer allegations directly to the safeguarding office for your diocese or religious congregation, or directly to the Police.

If you are a member of the public, please refer allegations directly to the police and also to the safeguarding office in your diocese. You can also contact Catholic Safeguarding Standards Agency (CSSA) by telephoning 0207 901 1920 or via email at admin@catholicsafeguarding.org.uk

REPORTING PROCESS

Diocesan Safeguarding Office

Curial Office, 2 Park Road South, Prenton, Wirral, CH43 4UX.

0151–652–9855 (Mon–Fri 9am–5pm)

safeguarding@dioceseofshrewsbury.org